

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Electronics Technician I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains and builds exhibits. Assists maintenance and with the assembly and disassembly of traveling exhibits. Performs projectionist duties and other functions as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Builds and maintains exhibits by assisting with blue prints, determining material requirements, assembling exhibits, testing, troubleshooting and repairing broken exhibits both electronically and mechanically, fabricating parts, troubleshooting computer workstations, packing up and loading vacating exhibits, unloading, unpacking and assembling arriving exhibits.
2	L	Performs projectionist duties by preparing films and opening theater for public viewing, performing preventative maintenance on film projectors, and repairing damaged or broken film.
3	M	Performs other functions by assisting maintenance move furniture and exhibits, assisting in light installation, painting walls, installing temporary walls, researching electronic equipment for exhibits, documenting any electronic changes, and troubleshooting computer problems.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year of experience as an Electronic Technician.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read electrical schematics, blueprints, manuals, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write information in work orders, reports, and general correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Repair or maintenance to exhibits, moving equipment, painting, contraction of temporary walls, assistance with lighting, moving furniture, inspections
Sitting	O	Desk work, repair or maintenance to exhibits or parts
Walking	F	To/from exhibit locations
Lifting	O	Dolly, exhibits, tools, wires, cords, power tools, hand tools, monitors, test equipment, components, circuit boards
Carrying	O	Dolly, exhibits, tools, wires, cords, power tools, hand tools, monitors, test equipment, components, circuit boards
Pushing/Pulling	R	Dollies, carts
Reaching	O	Wires, cords, miscellaneous exhibit parts to be repaired or replaced
Handling	F	Dolly, exhibits, tools, wires, cords, power tools, hand tools, monitors, test equipment, components, circuit boards
Fine Dexterity	C	Soldering wires, putting in components on circuit boards
Kneeling	F	Troubleshoot exhibits or repair
Crouching	F	Troubleshoot exhibits or repair
Crawling	F	Run cables
Bending	F	Troubleshoot exhibits or repair
Twisting	F	Troubleshoot exhibits or repair
Climbing	O	Ladders
Balancing	R	While carrying equipment
Vision	C	Desk work, repair or maintenance to exhibits, moving equipment, painting, contraction of temporary walls, assistance with lighting, moving furniture, inspections
Hearing	C	Co-workers, staff, supervisor, exhibits with motors
Talking	F	Co-workers, staff, supervisor
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Power supplies and tools, monitors, Dscopes, signal generators, screwdrivers, Alan wrenches, wrenches, pliers, wire strippers, soldering iron, multimeter, ladder, drills, rooters, bandsaw, table saw, VCR, LDP, cassette deck, computer, laser or inkjet printer, Standard Windows and Office software, Adobe Acrobat, Sound Forge

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	D	Noise and Vibration	N
Fire Hazards	M	Fumes and Odors	N
Explosives	M	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Museum/ Educational facility

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)